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### CCCF Code of Conduct Policy

#### Version Date: Final; September 2019

The Canadian Critical Care Forum (CCCF) is committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, disability, race, ethnicity, religion, national or ethnic origin, or other characteristics (e.g., colour, religion, age, sex). The rationale for this Code of Conduct is to promote our values and ensure that we remain collegial in our interactions within and outside of the CCCF. In the context of our meetings, we expect all attendees, media, speakers, volunteers, organizers, venue staff, and exhibitors to help us to ensure a safe and positive conference experience for all who attend our meetings and events.

#### Policy Objectives

- 1) All participants at events organized by the CCCF will have an equal opportunity to have their needs accommodated, consistent with their duties and obligations as participants, without being prevented or hindered by discriminatory practices based on gender, sexual orientation, disability, race, ethnicity, religion, national or ethnic origin, or other characteristics.
- 2) All participants and attendees will engage in respectful communication, free of harassment and intimidation. Discussion of opposing or different viewpoints is encouraged but is expected to be conducted in respectful manner.

#### Code of Conduct

- Be considerate, respectful, collaborative and professional.
- Refrain from behaviours and speech that are intimidating, uncivil, demeaning, discriminatory, derogatory, abusive, or harassing.
- Be mindful of your surroundings and of your fellow participants. Alert CCCF staff if you notice someone in distress or in a dangerous or harassing situation.

#### Unacceptable Conduct

Participants at events hosted or cohosted/cosponsored by the CCCF will not engage in behaviour(s) that undermine or oppose the goals and purposes of CCCF including, but not limited to:

- Using offensive language or behaviour.
- Making denigrating comments on the basis of, but not limited to, gender, sexual orientation, disability, race, ethnicity, religion, national or ethnic origin, or other characteristics (e.g., colour, religion, age, sex).
- Acting in ways that harass, threaten, assault, or intimidate other participants.

- Acting in a manner that threatens the safety of participants.
- Engaging in behaviours that interfere with the ability of other participants to participate in and enjoy scheduled meeting or conference.

### **Awareness**

To ensure broad awareness, we will post this policy on the CCCF website and include links to the website in promotional and collateral material and mention/highlight this policy (in brief) in the opening announcements of the conference.

### **Process**

For each CCCF conference the conference staff will act as the points of contact.

Conduct thought to be in violation of this Code should be brought to the attention of the CCCF staff who will then involve the appropriate member(s) of the Organizing Committee. (Proceed to registration desk and ask for the staff member in charge of the Event)

The CCCF reserves the right to ask a participant to leave the formally scheduled meeting or conference proceedings if (i) his/her language or behaviours towards others contravene the above Code or (ii) he/she continues to engage in these interactions after the unwelcome nature of their conduct has been communicated directly to him/her.

Factors that will guide decisions regarding whether participants can return to the conference:

- Whether it is reasonable to think that the individual will continue to violate our code of conduct.
- Whether attendees will feel safe if the individual remains or returns.

### **Adjudication**

In meeting our objective of creating a safe environment for all participants, i.e., an environment where ideas can be debated and discussed, free of harassment and abuse, we will support an open environment where incidents/events (inappropriate behaviour/verbal discourse) can be brought forward without fear of reprisal.

Two members of the Organizing Committee (excluding the Chair) will:

- investigate and discuss events with all involved parties in the spirit of due process,
- Recommend appropriate action to the CCCF Organizing Committee when all sides have been heard (e.g., educate, remediate, request participant to leave the meetings depending on the circumstances)
- Ensure that individuals who are responsible for implementing this policy are free of conflicts of interest so that they can fairly adjudicate and provide guidance to all parties involved

Participants have the right to appeal the decision of removal from the conference by addressing in person or in writing the Chair of the CCCF or the satellite meeting. The Chair will rapidly review the rationale and decide on the outcome considering any new information or any undeclared conflict of interest. Should removal of the participant from the conference be upheld registration fees will not be refunded.

*For the purpose of this Code of Conduct Policy:*

*Participant* is defined as a presenter, adjudicator, observer, attendee or organizer of an event (meeting, conference, etc.).

*Harassment* is defined as engaging in verbal discourse or conduct (threats, intimidation, physical contact) that is known, or ought reasonably to be known, to be unwelcome.